

Cobleskill-Richmondville Central School

Request to use Buildings and Grounds

(requests should be processed at least two weeks before the date of use)

Person Making Request, Name of Organization, Telephone Number, Dates of Use, Hours of Use, Admission Charge?, Purpose/Type of Activity, Does your group have Liability insurance?, Any profit making activities?

CIRCLE WHICH FACILITY YOU WISH TO USE:

- Radez School (K-5) Ryder School (K-2) Golding Elementary (3-5) Golding Middle (6-8) High School (9-12)

CHECK AREAS NEEDED:

Auditorium/Theater, Balcony (Golding), Gymnasium, Parking Lot, Classroom, Other, Library, Boys Locker Room, Girls Locker Room, Music Room, Athletic Fields, Cafeteria/Lunch Room, Kitchen (see #12 on reverse)

If a school function, list chaperones by name:

The requesting organization and its agent and/or the person signing this form agrees to be responsible for the performance of the terms and conditions listed on the reverse.

I hereby certify that I have read and agree to abide by the regulations on the reverse side and hereby indemnify C-RCS against, and hold C-RCS harmless from, any and all claims, actions, and liabilities arising from acts or omissions in connection with the use of school facilities.

Signature

Street

City, State, ZIP

APPROVED FOR USE BY:

Building Principal Date

Board of Education Date

Report of Custodian on Duty: Additional facilities used/requested, Was the meeting conducted in an orderly manner?, Was there evidence of drinking or smoking in the building?, Were any accidents reported?, Was there any violation of building use regulations not mentioned?, Was time noted above adhered to?, Signature of Custodian on Duty, Date, # Hours x \$ Reg. + x \$ Overtime = \$ TOTAL

Once approved, copies will be distributed to: Supt. Bldg&Grnds; Principal; Custodian; Athletic Director; Other

1. School buildings and playfields shall be used by non-school groups outside of school hours only with written permission of the Superintendent of Schools and/or the Board of Education. School clubs and organizations may use the school buildings and playfields with the written permission of the building principal and have first priority in the event of a conflict.
2. INSURANCE – Sponsoring organizations and their contractor shall indemnify C-RCS against, and hold C-RCS harmless from, any and all claims, actions, and liabilities arising from a sponsoring organization's acts or omissions in connection with the sponsoring organizations' use of the school facility. A certificate of insurance for one million dollars naming C-RCS as an "Additional Named Insured" is required of all organizations possessing liability insurance. This requirement may be waived for small groups of community residents.
3. No part of the school shall be used except those specifically requested and authorized, during the hours indicated. Changes in hours, dates, and facilities will be arranged in advance with the principal. Special set-up or clean-up arrangements are to be made with the building principal. Non-participating children must be supervised.
4. Adequate supervision and security personnel must be provided by the sponsoring organization as a condition for using the facility. A responsible adult with necessary assistance must be appointed to supervise the activity and maintain order. The building principal will be notified of the appointment in advance of the date, and the person so appointed will notify the custodian on duty of his arrival and departure from the activity.
5. The person or organization requesting use of the facilities will be held strictly responsible for the conduct of all people in attendance.
6. The C-RCS Board of Education policy *Strategies and Procedures of the Maintenance and Enforcement of Public Order* and the policy *Student Code of Conduct*, pages 26-28, identify prohibited behaviors for students and adults on school property and in school vehicles. These behaviors include, but are not limited to, those which are violent and/or disruptive to the operation of the school, hazing, harassment, intimidation, and discrimination based on handicap, sex, national origin, creed, religion, color, race, sexual orientation, or age. Violators may be asked to relinquish their building use permit, may be requested to leave the property, and/or may face other legal or disciplinary action by the school district.
7. No one shall possess or use firearms or other weapons on school property.
8. Smoking within school facilities is prohibited. Possessing, using, or being under the influence of intoxicating drinks or illegal drugs is strictly prohibited. Violators will be excluded from the building and grounds.
9. Loitering will not be tolerated. Assistance in the enforcement of this regulation should be obtained from law enforcement agencies when such assistance is warranted.
10. Vehicles will be parked in proper areas as provided and due respect for shrubs, lawns, and grounds will be insured by the sponsoring group.
11. Accidents resulting in injury to any person or damage to any property will be reported immediately to the custodian on duty and a written report of the accident will be filed on forms provided for this purpose. Damage to school property, buildings, and equipment will be repaired by the district to the satisfaction of the Superintendent of Buildings & Grounds, and the cost of required repairs will be accepted as a charge and paid to the school business office.
12. When the use of the school kitchen is required, the cook manager or a member of the cafeteria staff selected by the food service supervisor will be assigned to duty. A service charge will be based on the hourly rate of the employee and paid by the organization or group using the kitchen.
13. School equipment will be used only with prior approval of the building principal.
14. Decorations, displays, and non-school equipment must conform to fire code regulations and will not be used or installed without prior consent of the building principal.
15. All refreshments must be consumed in the cafeteria unless specifically requested and approved to be otherwise.
16. If the gym or multi-purpose room are used for athletic activities, all participants are to use rubber sole shoes.
17. School facilities may be used on weekends and during vacation periods if adequate supervision is present. The costs of required custodial and/or cafeteria coverage while the facility is in use or the cleaning necessary due to the use will be paid by the organization or group using the building.
18. On a day when school is closed due to weather or other emergency conditions, the use of school facilities is cancelled.
19. In the absence of a school administrator, a custodial/maintenance employee has the authority to close the school facility for safety/health reasons or potential school property damage.